



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Worker's Compensation

Sub-Section:

TITLE: Accounting Ledgers		CUTOFF: EOSFY	
DESCRIPTION: Accounting Ledgers		RETENTION: Years: Months: Days:	
NOTES:		DISPOSITION ACTION: Permanent	
SERIES #: 6441	SERIES STATUS: Approved	APPROVAL DATE:	10/31/1996
TITLE: Employee Injury Index Files		CUTOFF:	
DESCRIPTION: Card file listing employees under the workers' compensation program.		RETENTION: Years: Months: Days:	
NOTES: Records microfilmed.		DISPOSITION ACTION: Permanent	
SERIES #: 22853	SERIES STATUS: Approved	APPROVAL DATE:	10/31/1996
TITLE: Employer Index File		CUTOFF:	
DESCRIPTION: Card file listing injured employees covered under the workers' compensation program.		RETENTION: Years: Months: Days:	
NOTES: Records microfilmed.		DISPOSITION ACTION: Permanent	
SERIES #: 22852	SERIES STATUS: Approved	APPROVAL DATE:	10/31/1996
TITLE: General Office Management File - File containing general office procedures and information.		CUTOFF:	
DESCRIPTION: General Office Management File - File containing general office procedures and information.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 6439	SERIES STATUS: Approved	APPROVAL DATE:	10/31/1996



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Sub-Section:

TITLE: Hearing Schedules - docket listing of workers' compensation cases.		CUTOFF:
DESCRIPTION: Hearing Schedules - docket listing of workers' compensation cases.		RETENTION: Years: 3 Months: 0 Days: 0
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 6444	SERIES STATUS: Approved	APPROVAL DATE: 10/31/1996
TITLE: Insurance Proof of Coverage Files		CUTOFF: EOSFY
DESCRIPTION: Reflects policy information for individual employees. For records filed after January 1, 1994, documents are filed electronically or scanned and indexed and stored electronically		RETENTION: Years: 75 Months: 0 Days: 0
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 6445	SERIES STATUS: Approved	APPROVAL DATE: 10/31/1996
TITLE: Office Financial Files		CUTOFF:
DESCRIPTION: Contains all financial records regarding operation of the agency. Includes office supply file, branch office business records, budget, fund allocation, record of payments, departmental direct orders, purchase requests for payment, employee monthly payroll, employee travel vouchers, contracts for services.		RETENTION: Years: 3 Months: 0 Days: 0
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 6440	SERIES STATUS: Approved	APPROVAL DATE: 10/31/1996
TITLE: Personnel W-4 Withholding card		CUTOFF: termination of employment
DESCRIPTION: Personnel W-4 Withholding card - kept in a separate file while an active employee - transferred to personnel file when employment terminates.		RETENTION: Years: Months: Days:
NOTES:		DISPOSITION ACTION: Transfer to appropriate file
SERIES #: 6442	SERIES STATUS: Approved	APPROVAL DATE: 10/31/1996



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Worker's Compensation

Sub-Section:

TITLE: Self-Insurer Files

CUTOFF: EOSFY

DESCRIPTION: Self-Insurer Files - files containing all documents pertaining to employers and group trusts that are approved for self-insurance. documents include those filed for application and ongoing regulation of the self-insured employer or group trust.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 6443

SERIES STATUS: Approved

APPROVAL DATE:

10/31/1996

TITLE: Stenographic Notes tapes and Audiocassette tapes of worker's compensation hearings

CUTOFF:

DESCRIPTION: Stenographic Notes tapes and Audiocassette tapes of worker's compensation hearings

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 6448

SERIES STATUS: Approved

APPROVAL DATE:

10/31/1996

TITLE: Workers' Compensation File

CUTOFF: EOSFY

DESCRIPTION: Workers' Compensation File - all documents relating to a reported work-related injury of employee. This includes reports of injury, medical records, claims, answers to claims, notices, correspondence, claims, settlements, awards, appeals, and all other documents related to each workers' compensation case.

RETENTION: Years: Months: Days:

NOTES: For records prior to January 1, 1994, the records are microfilmed. Film kept PR. Paper destroyed. For all injuries that occur after January 1, 1994, documents are filed electronically or scanned and indexed and stored electronically.

DISPOSITION ACTION: Permanent

SERIES #: 6446

SERIES STATUS: Approved

APPROVAL DATE:

10/31/1996